



APPLICATION FOR EXAM ACCESS ARRANGEMENTS 2026 – 27 FOR STUDENTS STUDYING HIGHER EDUCATION PROGRAMMES

Please read the accompanying guidance notes on Page 3 before completing this form.

Once completed, please email the form to headjustedassessments@southessex.ac.uk by the relevant deadline shown below. Where possible, scan and attach evidence when emailing your application. If you are providing supporting evidence separately, please send it as soon as possible after submitting your form.

Full Name: _____

Student Number: _____

Programme Title: _____

Year of Study: _____

IMPORTANT INFORMATION

If you are granted exam access arrangements for the January examination series, these arrangements will normally be carried forward to other examination periods during the same academic year.

However, you must submit a new application each academic year, even if your circumstances and support needs have not changed.

If you need help completing this form, please contact the HE Support Team:

HEsupport@southessex.ac.uk

EXAMINATIONS OR IN-CLASS TESTS REQUIRING ACCESS ARRANGEMENTS

Please list all modules and assessments for which you are requesting exam access arrangements.

Module code	Module title	Examinations



REASONS FOR YOUR APPLICATION

Please tell us:

- The disability, medical condition, learning difference, or other circumstance that affects your assessment.
- The exam arrangements you are requesting.
- Any specific details that will help us put the correct support in place.

Example: 25% extra time, rest breaks, use of a computer, separate room, specialist equipment, or other adjustments.

SUPPORTING EVIDENCE:

Please indicate what evidence you are providing.

DETAILS OF SUPPORTING EVIDENCE PROVIDED:

1.

2.

3.

4.

5.

6.

7.



STUDENT DECLARATION:

I confirm that the information provided on this form is true and accurate to the best of my knowledge.

Name: _____

Signature: _____

Date: _____

GUIDANCE NOTES

Please submit your application as early as possible and no later than the deadlines shown below

Month of examination	Final date of submission
January Exam Series Monday 25th Jan 2027	4th December 2026
Retrieval Examinations Monday 17th May 2027	If you have received a new diagnosis since the January examinations, your application must be submitted by: Wednesday 31 March 2027 If you were granted exam access arrangements for the January examinations, these arrangements will normally continue for this examination period.
Additional Attempt Examinations for those approved by Exam Board with EC Monday 16 th August 2027	If you have received a new diagnosis since your previous examinations, your application must be submitted by: Friday 16 July 2027 Any approved exam access arrangements from your previous examinations will normally be carried forward.

COMPLETING YOUR APPLICATION

1. Complete all personal details at the top of the form.
2. List **all assessment modules** for which you are requesting exam access arrangements.



3. Clearly explain:

- How your disability or condition affects your assessments.
- The specific support or adjustments you require.

4. Include details of any supporting evidence you are submitting.

5. Complete and sign the declaration section.

6. Submit the form and supporting evidence by the appropriate deadline.

COURSEWORK ADJUSTMENTS

This form is only for examinations and in-class tests.

If you need adjustments relating to coursework, please contact:

- Your Programme Leader
- HE Support Team: HEsupport@southessex.ac.uk

A separate application process applies to coursework adjustments.

ACCESS ARRANGEMENTS AND EXTENUATING CIRCUMSTANCES

Exam access arrangements are intended to support students with **long-term disabilities, medical conditions, or learning differences**.

They are different from **Extenuating Circumstances (ECs)**, which are designed to support students affected by sudden, unexpected, or short-term events that may impact assessment performance.

If you are unsure which process is appropriate for your situation, please contact the HE Support Team for advice.

NEED HELP?

HE Support Team HEsupport@southessex.ac.uk

HE Examinations Team headjustedassessments@southessex.ac.uk